Payroll   J5 Interface Journal Voucher   A-114

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Interface Journal Voucher Input Form (J5)

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FUNCTION: ............... DOCID: J5   ...  ...........

 STATUS:                 BATID: ... ... ......  ORG: ....

H-              INTERFACE JOURNAL VOUCHER INPUT FORM
   J5 DATE: .. .. .. ACCTG PRD: .. .. BUDGET FY: .. REVERSAL DATE: .. .. ..
   ACTION: .   BUDGET OVERRIDE IND: .      COMMENTS:
      DEBIT DOC TOTAL: ..............     CREDIT DOC TOTAL: ..............
     CALC DEBIT TOTAL:                  CALC CREDIT TOTAL:
   AC                   SUB              FUNC OBJ SUB  BS   JOB
   TP FUND AGCY  ORG  ORG  APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER
   -- ---- ---- -------- --------- ---- ---- ------- ---- --------
   INT  REF  BK     DEBIT                  VENDOR / PROVIDER
   FUND AGCY CD    AMOUNT    REPT CAT CODE         NAME
   ---- ---- --  -------------- -------- -------------------------------
                               CREDIT    CASH
   DESCRIPTION                 AMOUNT    IND
   ---------------------------- -------------- ---
01- .. .... ...   ....  ..  ........  ....  ....  .... ..  ....  ........
   .... ...  ..  ..............   ....   .  .......... .................
   .........................       ..............  .
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Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing", in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
J5 DATE	Required. The current date for this J5 document on Date (DATE).
ACCTG PRD	Optional. If left blank, the accounting period defaults to the accounting period associated with the J5 transaction date (in Calendar Date (CLDT)). If you want these transactions to be recorded in a prior accounting period, enter the desired period (it must be open on Accounting Period (APRD)), using fiscal month and fiscal year. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current budget fiscal year. If you want these transactions to be recorded in some other budget fiscal year, enter the desired budget fiscal year (it must be open on Fiscal Year (FSYR)). You cannot enter future budget years.
REVERSAL DATE	Leave blank. This field is not used by the State of Louisiana.
ACTION	Inferred. An "E" is inferred to indicate that this document is an original entry.
BUDGET OVERRIDE IND	Required. Enter a "**Y**" to override budget controls for this Payroll J5 document. The *ISIS/AFS User Guide, Vol. II* contains a detailed explanation of this field.

COMMENTS	Required. Enter the comment "PAYROLL INTF" for this Payroll J5 document.
DEBIT DOC TOTAL	Required. Enter the total amount of all DEBIT AMOUNT lines.
CREDIT DOC TOTAL	Required. Enter the total amount of all CREDIT AMOUNT lines.
CALC DEBIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the DEBIT AMOUNT lines.
CALC CREDIT TOTAL	Inferred. Do not code this field. It is the system-computed total of the CREDIT AMOUNT lines.

AC TP   Required. Enter the applicable account type for this Payroll J5 document line. The code used must be valid on Account Type (ACCT). Valid entries are:

> 01   Asset
> 02   Liability
> 03   Fund Balance
> 22   Expense/Expenditure

FUND   Required for Payroll J5 document lines without an expenditure organization. Enter the applicable fund code for this Payroll J5 document line. The code used must be valid on Fund (FUN2).

Leave blank for lines with an expenditure organization. This field will be inferred by Organization (ORG2) using the coded agency and organization.

AGCY   Required. Enter the applicable agency code for this Payroll J5 document line. The code used must be valid on Agency (AGC2).

ORG   Required for Payroll J5 document lines associated with Expense/Expenditure (Account Type 22). Enter the applicable organization code for this line. This code must be valid on Organization (ORG2).

Leave blank for lines associated with balance sheet accounts (Account Types 01, 02, and 03).

SUB ORG   Leave blank. This field is not used by the State of Louisiana.

APPR UNIT   Leave blank for Payroll J5 document lines with an expenditure organization. When an organization is coded, this field will be

<table>
<tr><td></td><td>inferred from Organization (ORG2) using the coded agency and organization. Leave blank for lines with balance sheet accounts.</td></tr>
<tr><td>ACTV</td><td>This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.).</td></tr>
<tr><td>FUNCTION</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>OBJ REV</td><td>Required on Expense/Expenditure (Account Type 22) Payroll J5 document lines. The object code used must be valid on Object (OBJ2).

Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) lines.</td></tr>
<tr><td>SUB O/R</td><td>Optional on Expense/Expenditure (Account Type 22) Payroll J5 document lines. Leave blank when an object account code is not coded.</td></tr>
<tr><td>BS ACCT</td><td>Required for Asset (Account Type 01), Liability (Account Type 02), and Fund Balance (Account Type 03) Payroll J5 document lines. The code used must be valid on Balance Sheet Account (BAC2). Leave blank for Expense/Expenditure (Account Type 22) lines.</td></tr>
<tr><td>JOB NUMBER</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>INT FND</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>REF AGCY</td><td>Leave blank. This field is not used by the State of Louisiana.</td></tr>
<tr><td>BK CD</td><td>Required on balance sheet accounts flagged as CASH balance sheet accounts on Balance Sheet (BAC2). Enter the applicable bank account code for this line. The code used must be valid on Bank Account (BANK).

Leave blank for all other lines.</td></tr>
<tr><td>DEBIT AMOUNT</td><td>Required. Enter the exact dollar amount for this Payroll J5 document line. The decimal point is optional, but two digits must be coded for cents. A DEBIT AMOUNT is an increase to the following account types:

       Asset (Account Type 01)
       Expense/ Expenditure (Account Type 22)</td></tr>
</table>

<table>
<tr><td></td><td>A DEBIT AMOUNT is a decrease to the following account types:</td></tr>
</table>

A DEBIT AMOUNT is a decrease to the following account types:

       Liabilities (Account Type 02)
       Fund Balance (Account Type 03)

Each line can only have a DEBIT AMOUNT or a CREDIT AMOUNT.

REPT CATG

Optional on Expense/Expenditure (Account Type 22) Payroll J5 document lines. Inferred from Organization (ORG2) using the organization code if available. Otherwise enter the applicable reporting category code as required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

Leave blank for Asset (Account Type 01), Liability (Account Type 02), or Fund Balance (Account Type 03) lines.

VENDOR/ PROVIDER CODE

Leave blank. This field is not used by the State of Louisiana.

VENDOR / PROVIDER NAME

Leave blank. This field is not used by the State of Louisiana.

DESCRIPTION

Required. Enter the description "PAYROLL XXX" for this Payroll J5 document line, where "XXX" is the UPS Control number for this agency.

CREDIT AMOUNT

Required. Enter the exact dollar amount for this Payroll J5 document line. The decimal point is optional, but two digits must be coded for cents. A CREDIT AMOUNT is an increase to the following account types:

       Liabilities (Account Type 02)
       Fund Balance (Account Type 03)

A CREDIT AMOUNT is a decrease to the following account types:

       Asset (Account Type 01)
       Expense/Expenditure (Account Type 22)

Each line can only have a CREDIT AMOUNT or DEBIT AMOUNT.

CASH IND   Required. Enter the cash indicator of "N" for all Payroll J5 document lines.